

Department Head Authorization

## Utah County Auditor's Office Petty Cash Reimbursement Form

Cash Count (Current Cash in the Petty Cash Fund):

| Cash Count (Current Cash in the Fetty Cash Fund). |               |           |      |             |           |  |  |  |
|---------------------------------------------------|---------------|-----------|------|-------------|-----------|--|--|--|
|                                                   | Dollars       |           |      | Coins       |           |  |  |  |
| Qty.                                              |               | Extension | Qty. |             | Extension |  |  |  |
|                                                   | x \$20 =      |           |      | x \$0.25 =  |           |  |  |  |
|                                                   | x \$10 =      |           |      | x \$0.10 =  |           |  |  |  |
|                                                   | x \$5 =       |           |      | x \$0.05 =  |           |  |  |  |
|                                                   | x \$1 =       |           |      | x \$0.01 =  |           |  |  |  |
| NA                                                | Other         |           | NA   | Other       |           |  |  |  |
|                                                   | Total Dollars |           |      | Total Coins |           |  |  |  |

| Re                               | econciliatio                                                                                                      | n:                  |                                                                                     |                                               |       |  |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------|-----------------------------------------------|-------|--|
| 1.                               | Total Autho                                                                                                       | orized Fund Balance |                                                                                     |                                               |       |  |
| 2.                               | 2. Total Current Petty Cash Count                                                                                 |                     |                                                                                     | Sum of Total Dollars and Total Coins (above). |       |  |
|                                  | Difference to be Reimbursed (Line 1 - Line 2) Itemized Receipts or Vouchers:  Account Number / Cost Center / Line |                     | Must equal amount on line 4a (below).  Amount   Account Number / Cost Center / Line |                                               | Amoun |  |
|                                  | _                                                                                                                 |                     | -                                                                                   |                                               |       |  |
|                                  |                                                                                                                   |                     |                                                                                     |                                               |       |  |
|                                  |                                                                                                                   |                     |                                                                                     |                                               |       |  |
|                                  | _                                                                                                                 |                     |                                                                                     |                                               |       |  |
|                                  | _                                                                                                                 |                     |                                                                                     |                                               |       |  |
|                                  | _                                                                                                                 |                     |                                                                                     |                                               |       |  |
|                                  |                                                                                                                   | 4a. Sub             | ototal Receipts                                                                     |                                               |       |  |
|                                  |                                                                                                                   |                     |                                                                                     |                                               |       |  |
| Petty Cash Custodian Signature [ |                                                                                                                   | ignature Date       | •                                                                                   |                                               |       |  |
|                                  |                                                                                                                   |                     |                                                                                     |                                               |       |  |

Date